



Foreign Affairs Manual

5 FAH-1 –Correspondence Handbook

Change Transmittal: CH-18

Date: July 5, 2007

5 FAH-1 H-430 ENVELOPES AND MAILING

Changes

1. This Change Transmittal issues substantial changes to **5 FAH-1 H-430 Envelopes and Mailing**.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Changes made to this subchapter appear in italics and darkmagenta.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove 5 FAH-1 H-430 (CT:CH-14; 03-28-2007, 13 pages) and insert the revised 5 FAH-1 H-430 (CT:CH-18; 07-05-2007, 14 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:CH-18 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR.

Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(IRM/BPC/RG)